

**REQUEST AND JUSTIFICATION FOR  
SELECTIVE FACTORS AND QUALITY RANKING FACTORS**  
(Attach to SF 39)

REQUESTING AGENCY

TITLE, SERIES, AND GRADE OF VACANCY

CERTIFICATE NO.

DATE ISSUED

REQUEST NO.

DATE

**Definitions:** You may request that special qualifications of two types be considered by the CSC in its evaluation of eligibles for certification: (1) *Selective Factors* must be skills, knowledges, abilities or other worker characteristics basic to and essential for satisfactory performance of the job; i.e., a prerequisite to appointment. These represent minimum requirements in addition to or more specific than X-118 standards. (2) *Quality Ranking Factors* must be skills, knowledges, abilities, or other worker characteristics which could be expected to result in superior performance on the job. Selective factors may be used for screening (in or out) purposes; quality ranking factors will not be used for screening, but may be used as ranking criteria.

**Instructions:** This form must be accompanied by a description of the position to be filled. The request and justification for selective and/or quality ranking factors should follow this format: (1) Each selective or quality ranking factor must be stated in terms of a knowledge, a skill, an ability, or other worker characteristic. (2) List the duties or tasks the incumbent will perform that require the possession of the requested knowledge, skill, or ability, or that could better be performed if he or she possessed the knowledge, skill, or ability. (3) Optional: Indicate what experience, education, or other qualifications provide evidence of possession of the knowledge, skill, or ability.

**SELECTIVE FACTORS**

These special or additional knowledges, skills, or abilities are needed for this position.	Because the incumbent is expected to perform this work (Provide a clear description or a specific reference to an item in the position description).	These may be appropriate evidences of necessary qualifications (optional).

(See reverse for quality ranking factors)

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**QUALITY RANKING FACTORS**

These special or additional knowledges, skills, or abilities are needed for this position.

Because the incumbent is expected to perform this work (Provide a clear description or a specific reference to an item in the position description).

These may be appropriate evidences of necessary qualifications (optional).

ADDITIONAL AGENCY REMARKS:

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*(Signature and Title of Appointing Officer)*

FOR CSC USE:

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*(Signature of CSC Examiner)*